



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council meeting held in Urchfont Village Hall on Wednesday 10th April 2024

Present: Councillor's: Moscrop (PM – Chair), Bamber (SB – Vice Chair), Hill (TH), Gibb (HG), Holt (SH), Kendall (PK), Waddell (JW) and Stephens (AS)

Councillor for Urchfont & Bishops Cannings: Philip Whitehead (PW)

Clerk to the Council: Lunn (BL)

Members of the Public (for all or part of the meeting): Brenda Potter, Maria Kemp, Sam Weller, Nicky Hammond, Paul Taylor

A. INTRODUCTION

1. Welcome by the Chair

2. Apologies – Cllrs Rotherford (JR) and Shears (SS)

B. PLANNING – See Separate Minutes

C. APRIL FULL COUNCIL MEETING

1. Councillor Declarations of Interest – None at the meeting

2. Time set aside for Public Participation and External Reports

Sam Weller cited the recent article in Redhorn News written by PW about the WC Emergency Contact Hub Scheme which is seeking to set up hubs across Wiltshire. With a background in such activity, Sam offered to set up a local hub taking account of any current emergency planning information available. BL advised that the UPC website contains emergency planning information. PM welcomed this offer and invited councillors to support Sam in this initiative. PW emphasized the need to build a coordinated network across Wiltshire to ensure that neighbouring villages can assist one another when incidents split communities.

(Post Meeting Note: BL has sent Sam copies of the current UPC Emergency Policy approved 2020 and The Plan approved 2020 which are both on the website)

Paul Taylor referred to the flooding of a couple of weeks ago which have again caused significant damage to his driveway at Rivendale due to the drains in the vicinity not being fit for purpose, they are blocked and not capable of taking large amounts of water. He does not see why he should not be compensated for the damage and may come to the Council for a contribution.

3. Minutes of the Meeting of the Council held on 13th March 2024

Proposal	Proposer	Seconder	Resolution
To approve and sign Version 2 of the minutes unchanged as a true and accurate record of the meeting.	TH	SH	AGREED unanimously

4. Outstanding Action List Status Review and Update Reports from the Minutes of the meeting held on 13th March 2024

It was noted that action 38 is now completed and action 98 is in hand. BL invited TH to resend an email giving further updates which he did not believe he had received. PM once again asked Councillors to keep BL informed of updates so that the list can properly reflect the current situation.

5. Finance

i. Financial Statement and Bank Reconciliation as at 31st March 2024 – BL confirmed that the Financial Summary and Bank Reconciliation had been distributed to all councillors prior to the meeting. The UPC accounts are in good order at the end of the financial year with a Reserve of £26,605 plus £3,594 accruals plus £17,426 CIL funds, totaling £47,625 in the bank at 31st March 2024.

ii. Financial Spend Items during March 2024

Proposal	Proposer	Secunder	Resolution
To ratify the individual spend items as shown on the Bank reconciliation for March 2024	PM	SB	AGREED Unanimously

iii. Proposals for Project budgets 24/25 – it was agreed that the following items should be initially included on the Financial Summary for April 2024, these can be added to or updated in due course based on actual requirements during the year:

- Pond Project including Algae Resolution - £1,000
- New / Replacement Street furniture (e.g. Gateway signs, Notice Boards) - £4,000
- UPEG - £1,000
- Neighbourhood Plan Preparation - £1,000
- Tree Works - £5,000
- Highways including LHFIFG costs - £8,000
- Website Update - £1000

ACTION: FC/24/33 - BL

6. Lead Councillor, Working Groups, Clerk & other written Reports (attached at Appendix I on website version only)

- a. Clerks Report** – see further information under other agenda items.
- b. Councillor reports** – No reports submitted

7. Lead Councillor Roles – PM had distributed an updated listing to all councillors and following a few minor adjustments had issued a final version for ratification at this meeting – see Appendix III on website version only.

Proposal	Proposer	Secunder	Resolution
To ratify and implement the proposed lead roles with immediate effect.	PM	PK	AGREED Unanimously

The listing will be updated on the website.

ACTION: FC/24/34- BL

8. UPC Highways Report – AS will be distributing details of Scarecrow Festival highways arrangements, including parking, which he asked for to ensure that timely preparations are in hand TH confirmed that several issues had been reported to WC and advised that he had initiated a drains map throughout the Parish which will highlight problem areas. A good relationship is being built with the WC drains team who can be called on to address a group of defined issues quicker than other services. SB congratulated the Parish Steward for his prompt response to clear flood damage and make temporary repairs to Old School Lane.

9. Flooding in the Parish – PM invited members of the public to contribute to this discussion where appropriate. She went on to state that flooding had been horrendous this year in the Parish and surrounding areas, but emphasized that WC not UPC is responsible for roads and drains issues. PW agreed that UPC has no responsibility for or addressing highways issues. Everywhere locally was flooded, drains will not cope in the short term with the volume of water in such conditions. WC priority will be to deal with flooded housing, other issues will be dealt with in due course. PK witnessed the water levels rising very quickly in the high Street, but they did drain away quite quickly also. SB advocated encouragement of DIY drain clearance on a regular basis to clear leaves, silt and straw as much as possible.

Paul Taylor recognised that the recent floods were exceptional, nevertheless flooding and the associated damage to one degree or another happens each year and little appears to be done to improve the situation. PW suggested that Mr. Taylor should consider installing a bund similar to that in Sawmills across his drive to divert flood waters. PM suggested that Mr. Taylor should reiterate his concerns to WC with the view to seeking further help and advice. Brenda Potter commented that flooding to Tom’s Cottage, which previously has remained clear, was probably due to the fact that a drainage pipe has been redirected as part of driveway works. Such modifications must be taken into account in any property to avoid flooding.

TH emphasized that significant silt and green sand has been washed off fields recently and this is the main cause of blocked drains, he agrees with the community DIY initiative being proposed to regularly clear the tops of drains and gullies. Maria Kemp commented that she and TH regularly clear the ditch and grill at the bottom of Stonepit Lane, but this now requires more work. TH has now contacted a local contractor who has quoted to clear the ditch.

Proposal	Proposer	Secunder	Resolution
To engage a contractor to clear Stonepit ditch at a cost of £500 + VAT	TH	PM	AGREED Unanimously

Nicky Hammond noted that flooding outside her property is due to inappropriate dumping of building waste into a ditch, this was not sufficiently monitored by WC Planning and as a result remedial works should be funded by WC. PM suggested that Ms Hammond should re-report the issue to WC.

10. Urchfont Pond Algae Problem Proposal – No update was available.

(Post Meeting Note: The following was received from Eric Ahlquist but not available in time for the meeting: “Prior to the flash flood on 28th March algal numbers were very low - ten times less than last year. This was due to the added calcium controlling the soluble nutrients available for algal growth. However, the flash flood obviously washed in significant quantities of nutrients from the grass verge and road and set off a bloom of the green alga *Staurastrum*, giving the water a distinct yellow/green tinge. If I keep up the water hardness level I expect this bloom to subside over the next few weeks. I'll report in May”.)

11. Wedhampton Defibrillator – PM confirmed that the equipment had been collected by the supplier three weeks ago, we are still awaiting a report on their findings.

12. Councillor Recruitment - With three new councillors co-opted at the March meeting, this momentarily filled all eleven seats on the Council. However, with Pate Rotherham declaring and having his resignation accepted with effect immediately after the March meeting, the Council currently has ONE vacancy. The formal vacancy notice was published on Parish Notice Boards on 22nd March with a deadline of 15th April for 10 electors or more to request an election. If this criteria is not met then the Council will be given approval to co-opt, as has been the case in the past, but co-option will only be possible at the May meeting at the earliest. BL further reported that the fourth valid and acceptable applicant put on the reserve list at the March meeting, Mark Botham, has subsequently withdrawn his application.

13. Proposal from 1st Urchfont Cubs for a Lifebuoy to be placed at the pond – SB confirmed that the lifebuoy had been received and would be installed by TH on the wall alongside the Duck House in the presence of the Cubs when this can be arranged. The lifebuoy will be temporarily moved to a more visible location during the Scarecrow Festival when the wall is shielded by tents.

14. Proposal to upgrade Recreation Ground Play Equipment – BL confirmed that he had placed and paid for the order which took account of the promised discount of £150. Confirmation had subsequently been received that the works will be undertaken week commencing 12th May 2024.

15. Section 106 funding from Hazel Green Development – Having secured £9,000 to transfer to the Primary School to pay for the path works, BL confirmed that he is still working with WC to secure funds specifically for UPC from the Hazell Green development.

16. Speed Indicator Signs on the B3098 – TH confirmed that the two posts had been installed today on the B3098 (near The Croft and Stonepit Lane) to facilitate installation of the indicator sign which can be moved between the two locations and face in either direction. In response to the question how often should they be rotated between the two locations, JW suggested that maybe direction could be changed monthly and

location quarterly. This was agreed as an initial plan, dependent on experience.

17. Urchfont Parish Neighbourhood Plan (See latest WG minutes at Appendix II on website version only) – SH confirmed that there is little to report in addition to that contained in the attached WG minutes, but that he is hoping for potential development sites to be identified via the published process. BL confirmed that no responses had been received to date. BL suggested that UPNP should be the subject of a specific presentation at the Parish Meeting to be held on 18th May.

ACTION: FC/24/35 – SH/TH

18. UPEG – No update was available. PM instructed that this should be removed from future agenda until such time as a report / proposal is available.

19. Crookwood Lane Lay-By and Top Green Repairs – PK reported that Top Green repairs do look awful. PW reported that the lay-by repairs had been completed satisfactorily and that Hazell Green has been tarmacked. It is intended that Top Green will be seeded in 2 – 3 weeks. Acorn Developments should be encouraged to complete repair works to the same high standard as their own development. PW commented that parking around Top Green and visiting the School causes some of the issues because of the remaining narrow road width, vehicles regularly erode the banks. The development name was approved by UPC and WC as Hazel Green, but signs on site appear to say Hazel Grove – this should be challenged again.

ACTION: FC/24/36 - TH

20. 20MPH speed signs in Urchfont – BL confirmed that an application to LHFIC is currently being prepared.

21. Update on Current Issues not covered by above agenda items.

TH confirmed that he has contacted a contractor to tarmac the currently grass strip in the pavement opposite the pub as approved by WC Highways.

SB reported that the ducks have currently been removed from Urchfont Pond to temporary accommodation owned by the Bancroft's due to increased attacks by rodents duck house. WC Pest Control have been contracted to advise at a cost of £140 which has been paid by UPC under delegated financial powers.

TH reported that the agreed tree works in the Paddock had still not been completed by Pete Rotherham. PM stated quite firmly that if works are not completed by any contractor in the agreed timeframe, then UPC reserves the right to go to an alternative contractor. This should happen if the Paddock work is not completed by the end of the week.

ACTION: FC/24/37 - TH

22. External Meetings – None reported

23. Other Reports from Councillors – PW expressed concern about parcels of unregistered land in the Parish which have been fenced off to facilitate long term transfer of ownership, in particular he cited land in the Croft and in the Bottom. He suggested that UPC needs to have a debate about such land and what steps if any should be taken to prevent land ownership transfer if the land can be better used. It was agreed that this would be added to the next agenda.

The Chair closed the meeting for public participation - Brenda Potter commented that she used to regularly picnic on the grass now fenced off next to Yew Tree Cottage with the express intention of breaking the 11 year rule.

The Chair reopened the Council meeting - BL asked PW whether he had been approached by a Walnut Close resident who was concerned about erosion / reduction of the bank down into The Bottom. PW confirmed that he had been approached but this is not a WC issue, it is a matter between neighbours if there are concerns that one is eroding the bank unreasonably. TH commented that it had always been resumed that the bank is owned by the property at the top, but this may not be clearly shown on Land Registry documentation.

ACTION: FC/24/38 - BL

24. Items for Future Agenda (not identified from agenda items above)

- Preparations for the Parish Meeting on 18th May 2024
- Wiltshire Youth Council
- Use of unregistered land in the Parish

There being no further business, the meeting closed at 8.49pm.

Date of Next Meeting: Wednesday 8th May 2024 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO APRIL 2024 UPC MINUTES

A, CLERK'S REPORT

i. **Finance** – Copies of the Financial Summary and Bank Reconciliation on 31st March 2024 will be distributed to all councillors prior to the meeting. The accounts are in good order at the end of the financial year with a Reserve of £26,605 plus £3,594 accruals plus £17,426 CIL funds totaling £47,625 in the bank at 31st March 2024.

ii. **Councillor Status** –With three new councillors co-opted at the March meeting, this momentarily filled all eleven seats on the Council. However, with Pate Rotherham declaring and having his resignation accepted with effect immediately after the March meeting, the Council has ONE vacancy. The formal vacancy notice was published on Parish Notice Boards on 22nd March with a deadline of 15th April for 10 electors or more to request an election. If this criteria is not met then the Council will be given approval to co-opt, as has been the case in the past, but co-option will only be possible at the May meeting at the earliest.

iii. **Section 106 funds** – Having secured £9,000 to transfer to the Primary School to pay for the path works, I am still working with WC to secure funds specifically for UPC from the Hazell Green development.

Bob Lunn, Clerk to the Council

B. COUNCILLORS WRITTEN REPORTS - None submitted.

APPENDIX II TO APRIL 2024 UPC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 26 MAR 24 IN URCHFONTS VILLAGE HALL

Present: Debbie Car Jones (DCJ); Trevor Hill (TH); Keith Hills (KH); Simon Holt (SH); Linda Jennings (LJ); Dave Mottram (DM); Sally Stephens (SS); Malcolm Turner (MT)

Apologies: Stuart Davies (SD); Rob Dolan (RD)
Keith Hills was welcomed as a new member of UPNP WG

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 27 Feb 24 had been passed to UPC and approved. The revised Terms of Reference and Code of Conduct for the UPNP and the Call for Sites documentation had been approved by UPC. Other matters arising are discussed in the following paragraphs.

2. CALL FOR SITES

A) Publicity

SS reported that a “call for sites” notice had been produced by the local graphic designer and passed to the editor of the Redhorn News for inclusion in the April edition. The WG felt that it would be best if use could be made of the UPC page of the Redhorn News to ensure an accurate reproduction of any future notices.

The graphic designer had also produced an A4 poster for distribution around the Parish; this had been approved by the WG and some posters had been placed already. It was agreed that information should be put on the community website/Facebook.

Decisions:

- Public Notices regarding the progress of the UPNP would be best placed on the UPC page of the Redhorn News
- A repeat of April's notice would be put into May's edition of the Redhorn News
- The community website/Facebook could be used for publicising the call for sites
- The distribution of posters on posts would be completed.

Actions:

- SH/TH would liaise with UPC to seek agreement to the use of the UPC page(s) in the Redhorn News for publicity and for use of the Parish Council notice boards.
- SS would arrange for a repeat call for sites notice to be placed in May's Redhorn News.
- TH/SH would liaise with the Chair and Clerk UPC, to ask for the call for sites information to be placed on the community website/Facebook.
- SH and LJ would complete the distribution the A4 'call for sites posters' around the Parish.

B) Distribution and collection process

It was confirmed that the "call for sites" letters and application forms would be sent out by UPC and that the forms should be returned to the Parish clerk by 31 May deadline. As the clerk was extremely busy, it was felt that he could pass the returned forms to the WG.

Decisions and actions:

- TH/SH would confirm with the Parish clerk that the passing on of sites application forms was acceptable.
- SS, on behalf of the WG, would liaise with the Parish clerk and keep a log of site submissions.

C) Landowner liaison

SH was asked which landowners he had been in touch with regarding the future development of sites.

He reported discussions with Max Wheatley, the Snook family, Nick Plank, and the son of the owner of Wildman's Garage. TH confirmed he had been contacted by the owner of the Bell caravan site and WG were aware of the possibility of development at Wayside Cottage (burnt out property) and the failed Ballingers site.

MT asked what would happen if there were insufficient sites to meet the required 34 homes. Given the popularity of the Parish, KH suggested that the Parish would be leaving itself open to unwarranted development applications.

There was further discussion about meetings with landowners. It was felt that the WG should not be seen to be having any influence on landowners regarding sites for development and there should be no further liaison at least until 31 May. The submitted sites would need to be presented for public consultation.

Decision: It was agreed that there would not be further discussions with landowners – the UPNP WG would await the outcome of the call for sites.

All to Note

3. UPDATING EVIDENCE AND POLICIES IN UPNP SECTIONS

LJ had sent out stats and evidence information to the leaders of the UPNP sections.

DCJ confirmed that she was working with SS on the working environment chapter whilst RD had volunteered to work on Community Facilities.

Leads and helpers of the UPNP sections summarised their work.

Housing

Summarising the ONS statistical evidence, KH reported that the Parish had characteristics shared with a lot of villages in rural areas - a growing ageing population, a higher than average level of home ownership and an imbalance of low house occupancy to large property size. Furthermore, the relatively low level of economic activity amongst the Parish population was suggestive of a larger number of retired people.

SH reported that since 2016, 4x2bed, 14x3bed and 13x4 bed homes had been constructed, although a comparison of the 2011 and 2021 stats showed a minor increase in the number of 4 and 5 bed homes. It was agreed that this evidence could help inform the UPNP desired property mix.

KH had updated the existing text to reflect recent policy changes.

SH and LJ reported their findings from local agent discussions. It was evident that property in Urchfont village had between a 10% and 20% higher value than their equivalents in Devizes - with clear implications for housing development and low-income ownership and rental. One agent described Urchfont as "one of the premier villages in Wiltshire".

Community facilities

DM reported that generally, the existing community facilities were being maintained. There was still around 20 years of space left on the cemetery site, but that the doctors' surgery, a valued Parish asset, had been lost. Discussion followed on the use of the former surgery area and several ideas were put forward, The need for additional facilities was also discussed but it was agreed that this should be put to the community for their ideas. Previous public consultation had suggested a permanent coffee shop.

Character and setting of villages

The new UPNP village and character and settings section incorporated heritage. LJ had reviewed the UWLNP heritage chapter and reported that, apart from improving the Conservation Areas mapping, there was little to amend. However, work was required on the views and landscape settings (currently in the Natural Environment section of the UWLNP) to include them in the new UPNP section.

Natural environment

MT had reviewed the relevant NPPF and WCLP policies and suggested possible further areas of Green Space on the basis of botanical evidence, but further research was required.

Traffic and movement issues

TH had reviewed the latest policy documents and had produced a new Transport section for the UPNP showing evidence, new narrative and policies. It was agreed that 'utilities' should be included in this section.

Working environment

SS explained that she had reviewed the latest policy documents and, with the help of DCJ, had made a list of existing employment sites and businesses. Apart from the obvious locations, such as the Old Potato Yard and Wildmans' Garage premises, several minor businesses had been identified, based on 'home' locations, such as the "Unique by Clive" catering operation. There were other small employers in the Parish such as the dentist, school, and pub. Although agriculture was a predominant land use in the Parish, very few were employed. SS emphasised that one of most important tenets of WCLP employment policy was the retention of existing employment sites.

Decisions:

- Paras above - work should to continue on the UPNP sections to achieve basic drafts for discussion at the next WG meeting.
- Any completed sections eg Transport should be passed around the WG for comment

Action: All WG members

4. ANY OTHER BUSINESS

Public consultation

It was agreed that the WG should consider the next round of public consultation and that there should first be a second questionnaire to delve down for more detail on different aspects pf the UPNP. The second questionnaire used for the UWLNP was available to view on UPC website for ideas. The graphic designer in Urchfont could be asked to produce a questionnaire, although SS felt that she would not be available to do any work on this until after the Scarecrow Festival. SS suggested that the Plan progress document should reflect the next round of consultation.

Decisions:

- WG members would review their UPNP sections and devise questions to seek more detailed views of Parish residents.
- The UPNP progress document needed to be updated to reflect further consultation activity.

Actions:

- All WG members would devise questions for the next round of public consultation
- DM would update the UPNP progress document and send out to the WG

Design

SH reported latest policy was focused on the need for design guidance at a local level and felt that the subject should be incorporated as a separate section in the UPNP. Currently, the existing UWLNP Design Statement was a separate document and likely to be ignored, although there was a Design chapter in the Plan. Further consideration was needed on this issue.

Decision: The existing Design Statement should be reviewed and design should continue to feature as a section in UPNP.

Action: SH would review and update the Design chapter of the UWLNP and the Design Statement for consideration by the WG.

5. NEXT MEETING

The next meeting would be held on 23 Apr 24 in the Village Hall commencing 7pm.

All to note.

APPENDIX III TO APRIL 2024 UPC MINUTES

Councillor	Area of Responsibility	Specific Requirements
Pam Moscrop Chair	<ul style="list-style-type: none"> • Social Media – Facebook, What’s App • Devizes area board • Ex-Officio member of UPEG • Liaison with: The press (with Vice Chairman) • Liaison with: Wedhampton and Lydney residents • Chair responsibilities 	
Sarah Bamber Vice Chair	<ul style="list-style-type: none"> • Recreation Ground, Equipment and Football Pitch • Japanese knotweed • Liaison with: Community Shop • Liaison with: Press (with Chairman) 	<p>Recreation Ground and Equipment</p> <ul style="list-style-type: none"> • Regularly (monthly) inspect and ensure safety and cleanliness of playground equipment and of the wider Recreation Ground; keep a UPC log of inspections undertaken, and any remedial action required. • Organise remedial action as and when necessary, utilising internal UPC or contractor resources, the latter in consultation with the Clerk to the Council. <p>Allotments</p> <ul style="list-style-type: none"> • Attend and represent UPC at the Association annual AGM meeting; report back to UPC at the next FC meeting. • Liaise with Allotment Association on a regular basis
Simon Holt Planning lead	<ul style="list-style-type: none"> • Devizes area Board • Urchfont Parish Neighbourhood plan <p>Planning:</p> <ul style="list-style-type: none"> • Planning Applications including tree applications. • Planning Policies and Procedures • Councillor Familiarisation with Planning Policies etc. Trees: • Remedial Works from latest survey and general oversight of trees on Parish owned / managed land. <p>Environmental Issues UPEG Trees:</p>	

	<ul style="list-style-type: none"> • General oversight of trees on Parish owned / managed land. • Liaison with: Friends of Oakfrith Wood • Ex-Officio member of UPEG 	
Highways Andy Stephens	<ul style="list-style-type: none"> • LHFIG representation • Devizes area Board <p>Highways including:</p> <ul style="list-style-type: none"> • Road safety • Parking • Speed Watch • Lydeaway / Wedhampton Junctions • Street furniture and Lighting • Bus Stops • Liaison with Parish Steward • Grass Verges • Drains • Top Green • Liaison with: The Community Bus Committee 	<p>Highways</p> <ul style="list-style-type: none"> • Liaising with and supporting the role of the Community Speed Watch team, and reporting to UPC on results and developments • Liaising with Scarecrow Committee regarding road use during the festival weekend
Sally Shears	<ul style="list-style-type: none"> • Lydeaway representation • Planks representation 	
Trevor Hill	<ul style="list-style-type: none"> • Parish Trust • Urchfont Parish Neighbourhood plan • Cemetery • Farmer's Field • Highways with Andy • Liaison with: Tennis Club • Liaison with: Local Rights of Way Volunteer Group 	<p>Cemetery</p> <ul style="list-style-type: none"> • Undertake and document the annual H&S inspection with the Clerk. • Organise annual UPC maintenance working party(s) • Identify ad-hoc maintenance requirements for the Bier House / cemetery facilities over and above those covered by the UPC Maintenance contract.
John Rotherford	<ul style="list-style-type: none"> • Liaison with First Responders and Defibrillator maintenance • Pond Green Maintenance and, Duck House and pond water replenishment • Liaison with: Pond keeper • Councillor recruitment 	<p>Pond:</p> <ul style="list-style-type: none"> • Ensure that all fixed and portable equipment is maintained in good working order and that all H&S aspects are addressed. • Facilitate topping up of the pond water. • Oversee Pond Green electrical cabinets and

		<p>connections in and around Duck House compound.</p> <ul style="list-style-type: none"> • Monthly connect with pond keeper and update relevant information at monthly UPC meetings. • Identify maintenance requirements for the Duck House • Urchfont Pond Algae Project
Jackie Waddell	<ul style="list-style-type: none"> • Liaison with WI and other community groups • Liaison with: Urchfont Allotment Association • Liaison with: The Church 	
Pauline Kendall,	<ul style="list-style-type: none"> • Redhorn news / Social media updates • Councillor recruitment • Candles Round the Pond Event • Christmas Tree, Christmas Lights • Liaison with: Youth (including schools, pre-schools etc) 	<p>Events</p> <ul style="list-style-type: none"> • Ensuring seamless cooperation with Candles Round the Pond and other approved events • Christmas tree and lights • Oversee Christmas tree and lights arrangements

Terms of Reference

Each councillor will be assigned Council lead roles based on areas of responsibility and work to the following generic terms of reference in relation to that specific area of responsibility:

- Being the primary councillor point of contact for designated roles.
- Be proactive not just reactive.
- Liaising directly with and seeking legislative / administrative / financial advice from the Clerk to the Council.
- Ensuring compliance with UPC Policies, Procedures and Regulations
- Attending and/or being aware of the outcome of formal meetings of the organisations they liaise with (e.g., AGM meetings), report key issues to Council.
- Working with other organisations as necessary.
- Presenting budgetary requirements for their role before the November meeting each year; monitoring allocated budget and report progress on spend as necessary.
- Seeking support from other councillors.
- Providing written update reports to UPC as necessary, minimum twice per year.
- Bringing issues for debate to any council meeting; notify the Clerk to have item included in the appropriate agenda.
- Ensuring that relevant papers are distributed prior to a meeting.

- Following up and completing actions assigned during a council meeting.
- Where appropriate, managing agreed projects related to their roles.
- Ensure H&S requirements / measures are implemented and maintained as part of the Council risk management process; consult with Clerk to the Council for advice / assistance as necessary.